

ITEMS REQUIRED BY MDHHS-ORR REVIEW TEAM FOR THE RECIPIENT RIGHTS SYSTEM ASSESSMENT

Please send the following items to MDHHS-ORR NO LATER THAN 30 DAYS PRIOR to the scheduled assessment.

Contracts

Include one signed, current contract for each type of service provided:

- Residential providers (both in and out of service area)
- Other service providers
- Inpatient psychiatric units (both in and out of service area)
- Professional staff (psychiatrists, OTs, PTs, etc.)

Agency policies/procedures

Include all policies that are required either by code, rules, or master contract. In addition to recipient rights policies, include policies related to Person Centered Planning; Behavior Treatment; and Death Review Protocols.

In order to expedite the review process and assure that all policy elements are found, please complete and submit Attachment B with your policies, identifying the name and number of the policy as well as page numbers where elements can be found.

Please have the following items available for review at the time of the assessment.

1. Agency organization chart.
2. List of all directly operated or contract residential service sites. Include address, phone number, name of contact person, provider name and population served. Indicate those services provided outside the CMHSP's service area.
3. List of all direct and/or contractual program sites used by the agency (inpatient psychiatric units, work activity programs, adult/children's foster care homes, etc.) Include address, phone number, name of provider and population served. Indicate those services provided outside the CMHSP's service area.
4. Number of staff employed by the agency.
5. Job description for rights officer and rights advisors.
6. List of recipient rights advisory committee members. A list of categories represented on the committee. Access to the minutes of the RRAC committee.
7. Informational packets/brochures given to the public or consumers. (Include any poster identifying the Rights Officer/Advisors and the means of contacting them).
8. Access to policies/procedures of any service providers allowed by contract to develop their own policies.
9. Recipient Rights training materials, including curriculum that addresses the core competencies, tests given to staff and contract employees, and training records.
10. Documents reflecting approved training received by rights office staff.
11. Attachment A worksheet.